**Vashon High School**

**JROTC Event Planning Document**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event Name** |  | | | | | | | **Event Date** | | 1 | |
| **Event Start Time** | | |  | **Event Report Time** | |  | **Event End Time** | | | |  |
| **Event Type** |  | | | | **Event Purpose** | | | |  | | |
| **Event Location** | |  | | | | | | | | | |

**Event Members:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Leader** |  | |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |

**The Six W’s of planning an event**

|  |  |
| --- | --- |
| **Who:** |  |
| **What:** |  |
| **When:** |  |
| **Where:** |  |
| **How:** |  |
| **Why/**  **Benefits:** |  |

**Special Event Details**

|  |  |
| --- | --- |
| **Uniform** |  |
| **Meal Plans** |  |
| **Activities** |  |
| **Special Equipment List** |  |
| **Additional Details** |  |